



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents and Principals

From: Catherine Danyluk, State Attendance Officer

Date: March 21, 2023

Subject: Online Registration Process

This memo addresses recent questions from school corporations that are moving to online enrollment registration.

Although the process and format of the online registration is determined locally, the following required forms are located on the Data Exchange Knowledge Hub under “student resources.” Additional resources and reporting details can be found [here](#).

As a reminder, for McKinney-Vento (homeless) online registration:

1. Ensure all enrollment staff are trained on McKinney-Vento per the McKinney-Vento Homeless Assistance Act. All school district staff should be McKinney-Vento trained by their district McKinney-Vento liaison once per school year.
2. Ensure that the McKinney-Vento Housing Questionnaire is up to date and that all students and families enrolling or registering in the district complete the form at least twice per school year (at the beginning of the fall and spring semester). This helps to identify families who are unaware of McKinney-Vento eligibility. [McKinney-Vento Housing Questionnaire](#)
3. School districts should work with their student information systems (SIS), and IT departments to:
 - a. Input a question on the online enrollment form for each student that asks if the student/family is in temporary housing such as:
 - i. Doubled-up – living with family members or friends due to loss of housing or as a result of economic hardship
 - ii. Sheltered
 - iii. Hotel/motel
 - iv. Unsheltered – living in a car, park, bus, train, or campsite
 - v. Other temporary living situation (please describe)
 - vi. Not homeless – in permanent housing



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- b. If the student/family chooses any option other than “Not homeless,” the family should be prompted to complete an online McKinney-Vento Housing Questionnaire.
- c. Once the McKinney-Vento Housing Questionnaire is complete, the form should be automatically forwarded to the district McKinney-Vento liaison for review.
- d. The district McKinney-Vento liaison contacts the family to identify and provide services, if eligible.
- e. This process will help the McKinney-Vento liaison collect data for your McKinney-Vento students as well.

This process will ensure that all students enrolled or registered will be properly identified as McKinney-Vento students.

Please ensure that when students enroll, either online or in person, that the student must be enrolled (attending) immediately, even if the online registration process does not have all of the required forms. Please continue to offer a variety of options for enrollment to assist families who do not have access to the internet or who are unable to enroll using an online enrollment process.

Please contact Catherine Danyluk, State Attendance Officer at cdanyluk@doe.in.gov or 317-232-9150 with any questions.